



Together we love to learn  
and learn to love

## **St. Mary's CE Infant School E-Safety Policy**

St Mary's Infant school is committed to inspiring every child. We embed the Christian value of love across school life because we believe that a child who feels loved, secure and happy is a learning child. We encourage our children to achieve their potential, develop their talents, celebrate their uniqueness, and rejoice in their relationships with others.



## Teaching and learning

### Why the Internet and digital communications are important

- The Internet is an essential element in 21st century life for education, business and social interaction. The school has a duty to provide pupils with quality internet access as part of their learning experience.
- Internet use is a part of the statutory curriculum and a necessary tool for staff and pupils.
- Pupils use the internet widely outside school and need to learn how to evaluate internet information and to take care of their own safety and security.
- The purpose of internet use in school is to raise educational standards, to promote pupil achievement, to support the professional work of staff and to enhance the school's management functions.

### Internet use will enhance learning

- The school's internet access will be designed expressly for pupil use and will include filtering appropriate to the age of pupils. Access levels will be reviewed to reflect the curriculum requirements and age of pupils.
- Pupils will be taught what internet use is acceptable and what is not and given clear objectives for internet use through e-safety days.
- The school will ensure that the copying and subsequent use of internet derived materials by staff and pupils complies with copyright law.
- Staff will guide pupils to online activities that will support the learning outcomes planned for the pupil's age and maturity.
- Pupils will be educated in the effective use of the internet in research, including the skills of knowledge location, retrieval and evaluation.
- Pupils will be taught to acknowledge the source of information used and to respect copyright when using internet material in their own work.
- Pupils will be shown how to publish and present information to a wider audience.

### Pupils will be taught how to evaluate Internet content

- The evaluation of online materials is part of teaching/learning in every subject.
- Pupils will be taught the importance of cross-checking information before accepting its accuracy through teacher led activities.
- Pupils and staff will be taught how to report unpleasant internet content e.g. report it to the Headteacher who will then contact the network support team to have the site filtered.



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## Managing Internet Access

### The school website

- Staff or pupil personal contact information will not be published.
- The contact details on the website are the school address, email and telephone number.
- The Headteacher will take overall editorial responsibility and ensure that content is accurate and appropriate.

### Publishing pupil's images

- Written permission on the use of images is obtained from parents or carers on entry to the school.
- Pupils' full names will not be used anywhere on a school website or other online space.
- Parents are informed at school events of the school's policy on the use of images on social media or other online space.

### Social networking

- We do not allow social networking sites. Designated individuals monitor the PTA Facebook site for its content. This is a closed network.
- Pupils will be advised never to give out personal details of any kind which may identify them, their friends or their location. Examples would include real name, address, mobile or landline phone numbers, school attended, e-mail addresses, full names of family/friends, specific interests and clubs.
- Pupils will be advised not to place personal photos on any social network space.
- Pupils and parents will be advised that the use of social network spaces outside school brings a range of dangers for infant aged pupils.
- Pupils and staff are advised not to publish specific and detailed private thoughts, especially those that may be considered threatening, hurtful or defamatory.
- Staff will adhere to the rule that any friend request from a child or parent in their school must NOT be accepted. Equally no staff should request friendship with a current pupil or parent.

### Managing filtering

- The school works with its ICT provider to ensure systems to protect pupils are reviewed and improved frequently.
- If staff or pupils come across unsuitable on-line materials, the site must be reported to Headteacher.
- Any material that the school believes is illegal must be reported to appropriate agencies such as IWF(internet watch foundation) or CEOP.



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## **Internet access**

- All staff must read and sign the 'Staff Code of Conduct' as part of the school's induction procedure. This includes references to the use of mobile phones and ICT.
- Parents are asked to sign and return an internet permission consent form before their child is allowed access to the internet.
- The school will take all reasonable precautions to prevent access to inappropriate material. However, due to the international scale and linked nature of internet content, it is not possible to guarantee that unsuitable material will never appear on a computer connected to the school network.

## **Cyberbullying**

- Cyberbullying (along with all forms of bullying) will not be tolerated in school.
- All incidents of cyberbullying reported to the school will be recorded and parents informed.
- Pupils, staff and parents/carers will be advised to keep a record of the bullying as evidence.

## **Introducing the e-safety policy**

### **Pupils**

- E-Safety rules will be posted in all rooms where computers are used and discussed with pupils.
- Pupils will be informed that network and internet use will be monitored and appropriately followed up.
- A programme of training in e-safety will be developed to raise the awareness and importance of safe and responsible internet use.
- E-safety training will be embedded into the curriculum. This will cover e-safety at school and home.

### **Staff**

- A copy of the e-safety policy is included in the staff handbook.
- Staff will be issued with a school camera/iPad to ensure no personal phone or camera is used to capture photographs of pupils.
- Staff must be informed that network and internet traffic can be monitored and traced to the individual user.
- Staff will always use the child friendly safe search engine 'KidRex' when accessing the web with pupils.
- Staff training in safe and responsible internet use both professionally and personally will be provided.



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### Enlisting parents' and carers' support

- Parents and carers attention will be drawn to the school's e-safety policy in newsletters and on the school website.
- The school will maintain a list of e-safety resources for parents/carers.
- The school will ask all new parents to sign the parent/pupil agreement when they register their child with the school.
- Information and guidance for parents on e-safety will be made available to parents/carers in a variety of formats.

### Appendix 1: Useful resources for teachers

BBC Stay Safe

[www.bbc.co.uk/cbbc/help/safesurfing/](http://www.bbc.co.uk/cbbc/help/safesurfing/)

Becta

<http://schools.becta.org.uk/index.php?section=is>

Chat Danger

[www.chatdanger.com/](http://www.chatdanger.com/)

Child Exploitation and Online Protection Centre

[www.ceop.gov.uk/](http://www.ceop.gov.uk/)

Childnet

[www.childnet-int.org/](http://www.childnet-int.org/)

Cyber Café

[http://thinkuknow.co.uk/8\\_10/cybercafe/cafe/base.aspx](http://thinkuknow.co.uk/8_10/cybercafe/cafe/base.aspx)

Digizen

[www.digizen.org/](http://www.digizen.org/)

Bucks e-Safety Policy and Guidance, Posters etc

Kidsmart

[www.kidsmart.org.uk/](http://www.kidsmart.org.uk/)

Think U Know

[www.thinkuknow.co.uk/](http://www.thinkuknow.co.uk/)

Safer Children in the Digital World [www.dfes.gov.uk/byronreview/](http://www.dfes.gov.uk/byronreview/)

### Appendix 2: Useful resources for parents

Care for the family

[www.careforthefamily.org.uk/pdf/supportnet/InternetSafety.pdf](http://www.careforthefamily.org.uk/pdf/supportnet/InternetSafety.pdf)

Childnet International "Know It All" CD

<http://publications.teachernet.gov.uk>

Family Online Safe Institute

[www.fosi.org](http://www.fosi.org)

Internet Watch Foundation

[www.iwf.org.uk](http://www.iwf.org.uk)

Parents Centre

[www.parentscentre.gov.uk](http://www.parentscentre.gov.uk)

Internet Safety Zone

[www.internetsafetyzone.com](http://www.internetsafetyzone.com)